NN/LM
ESSENTIAL DOCLINE: A REVIEW
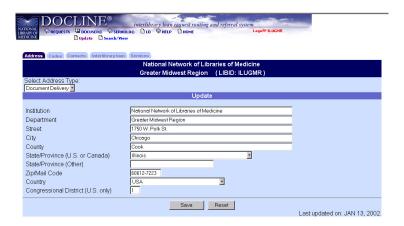### UPDATING AND SEARCHING DOCUSER

DOCUSER UPDATE
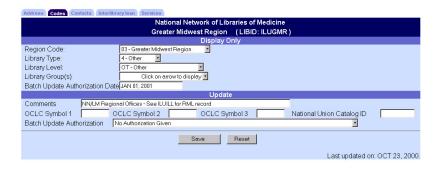- **DOCUSER** Update displays YOUR DOCUSER record.

Address Tab
- The Address tab is the default for your DOCUSER record. It is one of five tabs used to maintain your network profile. The Address tab contains two categories. Document Delivery and Institution.
- Fill-in all information.
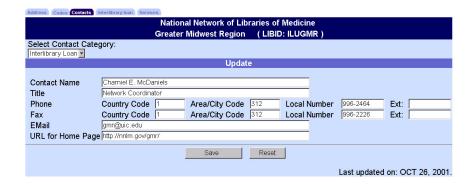- **REMEMBER:** Save at the bottom of every screen.

Codes Tab
- The Codes tab contains identifying information for your institution. You will notice that part of the tab allows you to update it and part of it is "Display Only".
- If you find that the information is incorrect for your institution contact your DOCLINE Coordinator and have this information corrected immediately.
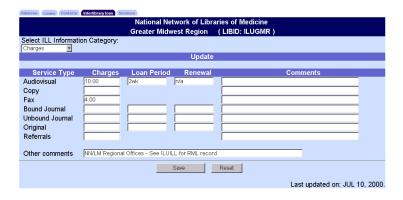
Contacts Tab
- The Contacts tab has six categories, Director, Interlibrary Loan, Loansome Doc, Network, Reference, and SERHOLD. Each one must be updated individually. Please list all roles that apply.
- **REMEMBER:** Save at the bottom of each category.
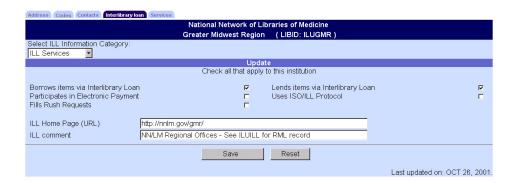
Interlibrary Loan Tab
- The Charges category of the Interlibrary Loan tab allows a library to display borrowing costs.
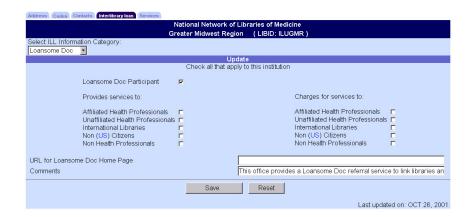- **REMEMBER:** Save at the bottom of each category.

- Delivery Methods allows the lending institution to illustrate all delivery pathways.

- ILL Services gives a general overview of what an ILL department provides.

- Loansome Doc is a self-selected library to patron service. The first checkbox on this screen allows an institution to accept Loansome Doc participants.
- The remaining checkboxes define service categories and subsequent charges.

- Your Routing Profile contains the defaults for article routing.
- Many of the items on this screen are required to be filled-out before routing will take place. It is recommended that you complete all items on this screen.
- Changes can be made to this information at the point of requesting an article.
- **REMEMBER:** Save at the bottom of each category.

- Your routing table controls which library will fill your article requests.
- You must have at least 20 libraries in a table.
- Your table is displayed here one cell at a time by selecting the appropriate radio button. A full view can be displayed by using the "go" button next to the word "production".
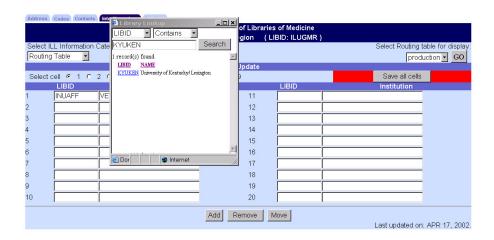- To update your table, select the cell that you would like to manipulate.
- Now select the operation that you would like to perform [add, remove or move]

- Clicking on the "Add" operation will cause the Library Lookup box to appear.
- Type in the LIBID of your choice, then. Click Search.
- Click the highlighted LIBID.

- The institution will be added to your table.
- You will be asked if you would like to add another library. "Cancel" will delete the lookup box and "OK" will retain the lookup box for further searching.

- The operations "Remove" and "Move" give you prompts to follow to assist you in updating.
- Remember to "Save all cells" when you have completed your changes.
- Completing your changes and clicking on "Save all cells" sends your table to your DOCLINE coordinator for review.
- It also temporarily provides you with three versions of your table "production", "proposed" and "compare".
- Articles continue to route on the "production" version until changes are approved.
- The "proposed" version will be put into place when the changes are approved.
- "Compare" lists changes only.

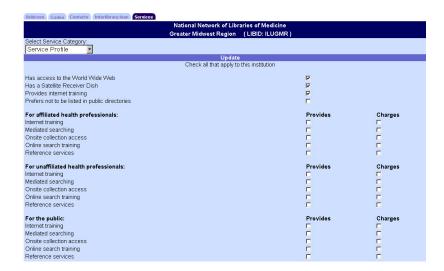- The SERHOLD category allows you to document the date you reviewed your holdings.

Services Tab
- The Services tab allows a library to illustrate the services that they provide.
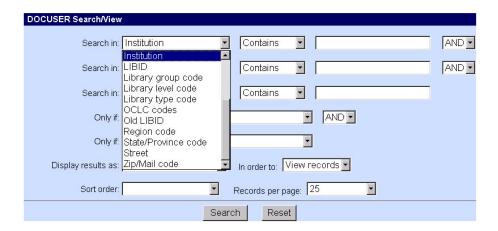
National Network of Libraries of Medicine
Greater Midwest Region   (LIBID: ILUGMR)

Select Service Category:
[Consumer Health ▼]

Update
Check all that apply to this institution

Library has a consumer health collection	☐
URL for Consumer Health Home Page	[ ]
Name of Consumer Health Home Page	[ ]
Organization(s) responsible for this page	[ ]

[Save]   [Reset]

Last updated on: OCT 23, 2000.

- The information under the "Service Profile" category is used to refer patrons to network libraries.

Address | Codes | Contacts | Interlibrary loan | Services

National Network of Libraries of Medicine
Greater Midwest Region   (LIBID: ILUGMR)

Select Service Category:
[Service Profile ▼]

Update
Check all that apply to this institution

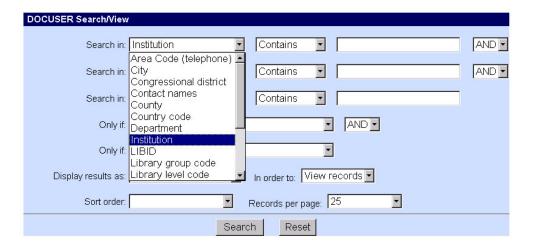|		
Has access to the World Wide Web	☑	
Has a Satellite Receiver Dish	☑	
Provides internet training	☑	
Prefers not to be listed in public directories	☐	
For affiliated health professionals:	**Provides**	**Charges**
Internet training	☐	☐
Mediated searching	☐	☐
Onsite collection access	☐	☐
Online search training	☐	☐
Reference services	☐	☐
For unaffiliated health professionals:	**Provides**	**Charges**
Internet training	☐	☐
Mediated searching	☐	☐
Onsite collection access	☐	☐
Online search training	☐	☐
Reference services	☐	☐
For the public:	**Provides**	**Charges**
Internet training	☐	☐
Mediated searching	☐	☐
Onsite collection access	☐	☐
Online search training	☐	☐
Reference services	☐	☐

- DOCUSER is an online searchable directory of participating health related organizations.

- Drop down boxes reveal eighteen available categories to use to create a search strategy.
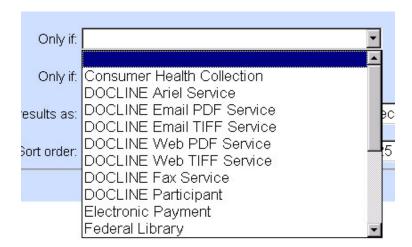- The DOCUSER search engine is useful in locating institutions with synonymous characteristics

- Search connectors and operators can be controlled to optimize a search.
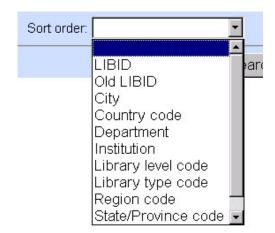
- Limits can be applied to define a results set.

- Results can be displayed in different formats.

- Sort Order can be selected

- Records per page can be adjusted for easy in printing.

Records per page: 25

25
50
100
150
200
250
300
350
400
450
500

rch | Reset